

ASSOCIATE PLANNER

DEFINITION:

Under general supervision, performs journey level professional planning activities with an emphasis on current planning issues; performs related work as required.

CLASS CHARACTERISTICS:

This class is the full professional working level of the professional planning series, fully competent to perform a variety of planning studies. While this is not a supervisory position, the work may include direction of a less experienced planner or an intern on a specific project. This class is distinguished from the Senior Planner in that the latter provides day-to-day direction of planning activities and is the key staff person on major projects such as updating the General Plan.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Review applications for subdivisions, use permits, planned developments, site approvals, etc.
2. Conduct studies, make field investigations, and develop recommendations regarding the processing of such applications.
3. Investigates complaints or inquiries regarding planning or zoning matters and follow-up as required.
4. Assist with the update of the General Plan and long range planning, including the review of zoning amendments affecting the General Plan.
5. Draft, monitor and track development agreements.
6. Confer with and provide information to property owners, developers, contractors, and others regarding planning issues.
7. Confer with and provide professional and technical support to other City staff on planning issues.
8. Review preliminary designs and building plans and specifications for environmental and zoning implications.
9. Prepare a variety of periodic and special reports, correspondence, draft ordinances, and other written materials, including those meeting specific compliance requirements.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

10. Implement the City's residential development control system.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Prepare and maintain records.
2. Monitor developments related to planning and zoning matters, evaluate their impact upon City operations and recommends procedural changes.
3. Make presentations to various boards and commissions on planning matters.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices and techniques of urban planning.
2. Zoning and subdivision principles and methods.
3. Economic forecasting and statistical research methods.
4. Drafting and mapping techniques.
5. Environmental issues as related to the planning process.
6. Applicable local, state and federal laws and regulations.
7. General knowledge of construction engineering, architectural, and landscaping practices.

Skill in:

1. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
2. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
3. Reading and interpreting maps and specifications.

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Ability to:

1. Exercise sound independent judgment within policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent correspondence, reports and other written materials.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Must be able to attend evening meetings of the Planning Commission, City Council and other committees as directed.

OTHER QUALIFICATIONS:

1. Equivalent to graduation from a four-year college with major course work in urban planning, architecture, public administration or field closely related to the work.
2. Two years of urban planning experience.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Plans, maps, and blueprints
3. Computer monitor, keyboard, printer
4. Copy machines
5. Fax machines
6. Telephone
7. Calculator
8. Typewriter
9. Automobile
10. Presentation equipment

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing

PHYSICAL DEMANDS: (continued)

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4. Sitting/standing
5. Pushing/pulling
6. Manual dexterity
7. Speed in meeting deadlines
8. Driving
9. Lifting up to 5 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 98% of the time
Travel: varying conditions, 2% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels